



# FIRST THINGS FIRST

## SANTA CRUZ REGIONAL COORDINATOR

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and thirty-one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

### **Job Summary:**

The Regional Coordinator is responsible for the overall management of the First Things First Santa Cruz Regional Partnership Council which serves the Santa Cruz County region. Office Location: 1740 N. Mastick Way, Ste C, Nogales, AZ 85621.

### **Distinguishing Characteristics:**

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. The position requires substantial effort to coordinate and work with parents; community leaders; local, state, and federal government officials; private entities and faith-based groups to improve quality and access to early childhood development programs which effectively prepare children to start school ready to learn.

**Typical Duties and Responsibilities:**

Under the general guidance of the Southeast Regional Manager, the Regional Coordinator is responsible for carrying out the roles and responsibilities of the Regional Council which include:

- Completion of a biannual regional needs and assets report;
- Completion of an annual funding plan which serves as the strategic direction of the Regional Council;
- Management and oversight of the implementation of the funding plan;
- Understanding the importance of expanding access to high-quality early childhood development and health resources in the region and assume a leadership role in addressing the region's needs;
- Coordination and collaboration with various early childhood development and health organizations, agencies and community partners;
- Increasing awareness of the importance of early childhood development and health;
- Building and maintaining strong working relationships with the Regional Partnership Council members, local government representatives, community organizations and agencies;
- Acting as the chief spokesperson for the Regional Partnership Council; and,
- Staffing all Regional Council meetings and committees as determined by the Regional Council.

**Qualifications:**

- Masters degree in early education, social work, education, health or other related field preferred;
- Have a background of progressively responsible managerial or leadership positions in public, private or non-profit organizations, preferably with such experience in the area of providing early childhood development and/or health services to children and families;
- Possess a thorough knowledge of early childhood development and health issues, with knowledge of the particular issues facing Arizona. Demonstrate the ability to develop successful strategies to address those issues;

- Demonstrate a strong record of leadership in early childhood development, literacy and/or health programs;
- Possess a demonstrated ability to develop and implement strategic long-range plans that promote program goals such as increasing early childhood development opportunities; increasing access to preventive health programs and health screenings; and providing training and education to support early childhood development providers;
- Possess a collegial leadership style and an ability to work effectively with staff; parents; community leaders; local governments; public and private entities and faith-based groups to improve the quality of and accessibility to early childhood development and health programs in the region;
- Exhibit highly-developed interpersonal and communication skills, and the ability to effectively articulate the goals, strategic direction and programs of the Regional Council;
- Demonstrate an ability to promote and achieve a broad diversity of thought, background, ethnicity and perspective in providing program services in the community to address their particular needs;
- Show a commitment to uphold high ethical standards and promote sound business practices;
- Demonstrate the ability to ensure public accountability as well as measure and improve outcomes appropriate for program goals;
- Demonstrate knowledge, skill and success in generating financial support from both the public and private sectors; and,
- Have competence in working effectively with a citizen governing board and volunteers to advance the interests of programs.

Review of resumes will begin on Monday, November 29, 2010 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references by the close of business on Monday, November 29, 2010 to:

[www.azstatejob.gov](http://www.azstatejob.gov)

In the AZ State Personnel System, the position is classified as a Grade 23 with a salary range of \$45,565 - \$77,816. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.